



CITY OF MONTEREY PARK  
PERSONNEL BOARD  
REGULAR MEETING  
June 8, 2016 7:00 P.M.  
CITY HALL COUNCIL CHAMBERS  
320 WEST NEWMARK AVENUE  
MONTEREY PARK, CALIFORNIA

**AGENDA**

In Compliance with the Americans with Disabilities Act (ADA), if you are a disabled person and need a disability related modification or accommodation to participate in this meeting, please contact Sandie Lee at (626) 307-1438 or Fax (626) 572-0183. Requests must be made as early as possible and at least one full business day before the start of the meeting. Staff reports, writing, or other materials related to an item on this Agenda which are distributed to the Personnel Board less than 72 hours before this scheduled meeting shall be available for public inspection in the City Clerk's office located at 320 West Newmark Ave., Monterey Park, CA 91754, during normal business hours.

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. AGENDA CHANGES OR ADOPTION**
- 5. APPROVAL OF MINUTES**
  - A. Request to Approve Minutes from the March 9, 2016 Board Meeting
- 6. PUBLIC COMMENTS:** This time is reserved for members of the public to address the Personnel Board relative to matters that are not on the agenda. No action may be taken on non-agenda items unless authorized by law.
- 7. NEW BUSINESS/STAFF REPORTS**
  - A. Request to Add Four (4) New Classifications: Senior Management Analyst, Management Analyst, Management Aide and Management Intern (Part-Time) and revising Principal Management Analyst Class Specification
  - B. Vacancy and Recruitment Report
  - C. Personnel Board Applicants Introduction
- 8. UNFINISHED BUSINESS**
  - A. None
- 9. ORAL AND WRITTEN COMMUNICATION**
- 10. PERSONNEL BOARD MATTERS:** This time is reserved for comments by Board Members and staff to identify matters for future Board business.
  - A. 2016 Personnel Board Attendance Record
- 11. ADJOURNMENT**



CITY OF MONTEREY PARK  
PERSONNEL BOARD  
REGULAR MEETING  
March 9, 2016 - 7:00 P.M.  
CITY HALL COUNCIL CHAMBERS  
320 WEST NEWMARK AVENUE  
MONTEREY PARK, CALIFORNIA

**MINUTES**

**1. CALL TO ORDER**

Chairperson Pauline Lemire called the meeting to order at 7:10 p.m. \*Pauline Lemire stepped in as Chairperson in Chairperson Greg Verbeck's absence.

**2. FLAG SALUTE**

The flag salute was led by Fire Chief Scott Haberle.

**3. ROLL CALL**

Conducted by Director of Human Resources & Risk Management Tom Cody

In Attendance: Board Member Pauline Lemire, Yoko Igawa, and Frank Robles

Absent: Chairperson Greg Verbeck

Staff Present: Director of Human Resources Tom Cody and Human Resources Technician Lisa Ung

**4. AGENDA CHANGES AND ADOPTION**

Agenda adopted as submitted.

**5. APPROVAL OF MINUTES**

Minutes from the January 13, 2016 meeting were approved.

**6. PUBLIC COMMENTS**

None

**7. NEW BUSINESS/STAFF REPORTS**

- A. Extension of the Firefighter Eligibility List & the Fire Department Recruitment and Succession Plan – Director of Human Resources Tom Cody presented the request to extend the Firefighter Eligibility List. Board Member Frank Robles asked if there was

a downside to extending the eligibility list. Fire Chief Scott Haberle said that there was not. By extending the list, it will allow the sponsored Monterey Park Fire Department (MPFD) Reserve Firefighters to complete Paramedic School. By not extending the list, the MPFD will have to retest which will put the Reserves back into a mass pool for hiring and having Paramedic Certification is a commodity, so we may lose them by having them retest. Chief Haberle continues to explain what a commodity it is to have Paramedic Certification and the process it takes to become Paramedic certified. Board Member Yoko Igawa asked what the reasons were behind the three (3) vacancies. All three vacancies were due to retirement, two (2) Fire Captains and one (1) Fire Engineer. Board Member Yoko Igawa moved to extend the eligibility list for the Firefighter position. Board member Frank Robles seconded. Ayes: Chairperson Pauline Lemire and Board Members Yoko Igawa and Frank Robles. Nays: None.

Chief Haberle continues to explain the Fire Department Recruitment and Succession Plan which includes Fire Explorers, Reserve Firefighters, Firefighters, and etc. The main focus is to motivate, train, promote, and keep the people in the community, volunteers in the department, and employees who are committed, hardworking, and determined with the MPFD.

- B. Vacancy and Recruitment Report – Director Tom Cody presented to the Board the City’s recent hires and the current and future openings in the report.
- C. Personnel Board Applicant: Cecilia Perez Zucman Status – Director Tom Cody provided a status update to the Personnel Board regarding potential Personnel Board Member, Cecilia Perez Zucman. She was scheduled to meet with the City Council at the March 2<sup>nd</sup> closed meeting but was unable to meet with them due to a fall causing her to injure her shoulder and hip. Director Tom Cody will post the Personnel Board Vacancy in April, depending on Ms. Zucman’s status.

**8. UNFINISHED BUSINESS**

None

**9. ORAL AND WRITTEN COMMUNICATION**

- A. Board  
None
- B. Staff  
None

**10. PERSONNEL BOARD MATTERS**

None

**11. ADJOURNMENT**

The meeting was adjourned at 8:02 P.M.

ATTEST: \_\_\_\_\_  
Tom Cody  
Director of Human Resources and Risk Management



# Personnel Board Staff Report

**DATE:** June 8, 2016

**TO:** Members of the Personnel Board  
**FROM:** Tom Cody, Director of Human Resources and Risk Management  
**SUBJECT:** Request to Add Four (4) New Classifications: Senior Management Analyst, Management Analyst, Management Aide and Management Intern Part-Time and Revise the Principle Management Analyst Class Specification.

## **RECOMMENDATION:**

It is recommended that the Personnel Board:

1. Approve the recommended request to create a Management Analyst series of classification for further use within city departments and thereby create further promotional opportunities and succession planning and make minor changes to the Principle Management Analyst class specification. The City currently has the classification of a Principle Management Analyst which is traditionally the highest level of the Management Analyst series. These four (4) new classifications would be: Senior Management Analyst, Management Analyst, Management Aide, and Management Intern Part-Time.

## **EXECUTIVE SUMMARY:**

The City of Monterey Park currently has three Principle Management Analyst budgeted positions. Currently, we have two (2) full-time Principle Management Analyst filled positions and are currently recruiting for the third position. The two (2) incumbents are long term City employees and this presents an opportunity to create a management analyst series for appropriate staffing levels, create promotional opportunities as well as rotational opportunities, and create a level of succession planning for future city staff leaders.

## **BACKGROUND:**

Many of our neighboring public agencies have different levels of analyst positions with a common range of the classifications consisting of Management Analyst, Senior Management Analyst and Principle Management Analyst positions. The City of Monterey Park currently only has the Principle Management Analyst classification as well as a Human Resource Analyst. Staff feels this is an opportunity to expand the classification series to afford both the city and employees opportunities that currently do not exist.

The Principle Management Analyst classification is the only position that currently exists within the City (besides the specialized HR Analyst). Many employees within the City can't promote into the Principle Management Analyst position based on their current job duties, and the city is essentially forced to look for outside candidates who have the required experience and qualifications to fill the position. The experience and

knowledge needed can be easier to obtain from being in the series of Management Intern part-time, Management Aide, Management Analyst and Senior Management Analyst. Also, the establishment of a management series would provide the ability to the city to staff at an appropriate level for a particular position while also creating promotional opportunities, rotational opportunities, and a level of succession planning.

Creating the classification series will provide opportunity for broad base and upward seasoning of staff at an earlier stage in their career, thereby creating a rotation system to broaden skills/experience and create a pool of internal candidates for the future succession of City Department Heads and Managers. The interns can be local residents who are attending college and this will provide an entry-level opportunity for them to gain quality work experience.

**FISCAL IMPACT:**

The fiscal impact and salary range for these classifications shall be as follows:

Management Intern Part-Time: \$17.37 - \$22.22 per hour.

Management Aide: \$4,118 - \$5,268

Management Analyst: \$4,669 - \$5,972

Senior Management Analyst: \$5,493 - \$7,027

Principle Management Analyst: \$6,462 - \$8,267 (no change)

Respectfully submitted by:



Thomas J. Cody, Director  
Human Resources & Risk Management

**ATTACHMENT(S):**

1. Management Intern Part-Time Class Specification
2. Management Aide Class Specification
3. Management Analyst Class Specification
4. Senior Management Analyst Class Specification
5. Principle Management Analyst Class Specification

**SENIOR MANAGEMENT ANALYST****DEFINITION:**

Under general supervision, performs professional administrative duties for the city department; performs a wide variety of budgetary, financial, complex research and analytical duties in support of department managerial functions; and performs related duties as required.

**THE POSITION:**

This class may be under the supervision/direction of the City Manager, a department director, or a major division manager. This position works independently and exercises judgment and initiative in matters related to work procedures and methods and is expected to independently perform the full scope of administrative, analytical, and management support duties within assigned areas. May exercise direct supervision over technical and clerical staff.

**REPRESENTATIVE DUTIES:**

Conducts special studies, research, and analysis of organizational, administrative, and operational issues; collects and analyzes data; prepares and presents reports and recommendations; prepares charts and graphic illustrations; conducts research and surveys to gather significant data; provides analytical support for financial, operational and organizational issues; maintain and monitor appropriate budgeting controls; develops, reviews, analyzes and understands processes, procedures, and work methods; develops funding proposals, policy alternatives and strategies; compiles and interprets statistical and financial data; interpret and apply administrative and departmental policies and procedure; researches and compiles information for grant applications; interprets state, federal, and grant regulations; coordinates and manages assigned special projects; participates in departmental and program budgets; works closely with other departments and outside agencies; and performs related duties as required.

**QUALIFICATIONS:****Knowledge, Skills, & Abilities**

*Knowledge of* general principal and practices of municipal government management; organizational and management practices; development and implementation of programs, policies and procedures; analysis and research methods; modern office practices, methods and procedures; punctuation, and grammatical usage; various office equipment and software like Microsoft Office; and public administration. *Ability to* analyze financial, budgetary,

administrative, operational and organization issues; communicate clearly and concisely, both verbally and in writing; conduct research on a wide variety of topics; research analyze, and evaluate programs, policies and procedures and make sound recommendations; perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; prioritize projects and meet deadlines; establish and maintain effective working relationships with supervisors, other departments and outside agencies; follow oral and written direction.

#### Education & Experience

Any combination of training and/or experience which provides the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be: Graduation from accredited college/university with a Bachelor's degree in public administration, business administration, accounting or a related field is required; and four (4) years of progressively responsible and varied experience in administrative, budgetary, or other management analysis, including least two years in a governmental agency. A Master's degree in public administration, business administration or a closely related field is desirable.

#### Licenses and Certificates

Possession of or ability to obtain a valid Class "C" California Motor Vehicle Operator's license is required at the time of appointment and as a continuing condition of employment.

ANTICIPATED APPROVAL BY THE PERSONNEL BOARD – JUNE 8, 2016



**MANAGEMENT ANALYST**

**DEFINITION:**

Under general supervision, performs professional administrative duties for the city department; performs a wide variety of research and analytical duties in support of department managerial functions; and performs related duties as required.

**THE POSITION:**

Works independently and exercises judgment and initiative in matters related to work procedures and methods and is expected to independently perform the full scope of administrative, analytical, and management support duties within assigned areas. Work will be supervised by immediate supervisor, supporting staff and/or Department Director.

**REPRESENTATIVE DUTIES:**

Assists in conducting special studies of organizational, administrative, and operational issues; collects and analyzes data; prepares and presents reports and recommendations; prepares charts and graphic illustrations; conducts research and surveys to gather significant data; provides analytical support for financial, operational and organizational issues; develops, reviews, analyzes and understands processes, procedures, and work methods; provides appropriate information or assistance to the public and staff; develops funding proposals, policy alternatives and strategies; compiles and interprets statistical and financial data; coordinates and manages assigned special projects; assists with departmental and program budgets; may type, file, record, refer, or otherwise process confidential information regarding controversial matters, work of a sensitive nature, information or records subject to privacy rights of individuals, and/or information subject to the decision making process of the City concerning matters relating to employer-employee relations; provides support to departmental management; and performs related duties as required.

**QUALIFICATIONS:**

**Knowledge, Skills, & Abilities**

*Knowledge of* general principal and practices of municipal government management; analysis and research methods; modern office practices, methods and procedures; spelling, punctuation, and grammatical usage; various office equipment and software like Microsoft Word, PowerPoint

and Excel and public administration. *Ability to* analyze financial, budgetary, administrative, operational and organization issues; communicate clearly and concisely, both verbally and in writing; conduct research on a wide variety of topics; research analyze, and evaluate programs, policies and procedures and make sound recommendations; prepare clear and concise administrative documents and reports; organize, prioritize, and follow up on work assignments; establish and maintain effective working relationships with supervisors, peers, boards, commission, and the public; follow oral and written direction.

#### Education & Experience

Any combination of training and/or experience which provides the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be: Graduation from accredited college/university with an Associates or Bachelors degree in public administration, business administration, accounting or a related field and two (2) years of progressively responsible and varied experience closely related to budget, progressively responsible governmental administrative, analytical and technical experience.

#### Licenses and Certificates

Possession of or ability to obtain a valid Class C California Driver License is required at the time of appointment.

ANTICIPATED APPROVAL BY PERSONNEL BOARD: 06/08/2016

**MANAGEMENT AIDE****DEFINITION:**

Under direction, to perform entry level budgetary, financial, administrative and analytical support duties for an assigned department and/or division. Assists with general administrative duties; performs a wide variety of research and analytical duties and secretarial and administrative tasks for the department and other administrative staff; and performs related duties as assigned.

**THE POSITION:**

This position is an entry-level position in the management series. This position will perform most of the duties required in the higher level management positions. Work will be supervised by immediate supervisor, supporting staff and/or Department Director and use minimal independent discretion and judgment in matters related to work procedures and methods.

**REPRESENTATIVE DUTIES:**

Conducts special studies on a diverse range of organization topics within municipal government; collects and analyzes data; prepares narrative reports; conducts research and surveys to gather significant data; assists in the development and evaluation of administrative procedures and policies; provides appropriate information or assistance to the public and staff; directs callers to appropriate departments and/or people; operates standard office equipment and machines; may arrange meetings, schedule appointments and make travel arrangements; may type, file, record, refer, or otherwise process confidential information regarding controversial matters, work of a sensitive nature, information or records subject to privacy rights of individuals, and/or information subject to the decision making process of the City concerning matters relating to employer-employee relations; and performs related duties as required.

**QUALIFICATIONS:****Knowledge, Skills, & Abilities**

*Knowledge of* administrative principals and policies of municipal government and public administration; analysis and research methods; budget preparation; modern office practices, methods and procedures; spelling, punctuation, and grammatical usage; proper telephone and reception procedures and techniques; various office equipment and software such as Microsoft Word, Excel, and PowerPoint. *Ability to* communicate clearly and concisely, both verbally and in

writing; conduct research on a wide variety of topics; research, analyze, and evaluate programs, policies and procedures and make sound recommendations; establish and maintain effective working relationships with supervisors, peers, boards, commission, and the public; follow oral and written direction.

#### Education & Experience

Any combination of training and/or experience which provides the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be: Graduation from an accredited college or university with an Associate's or Bachelor's degree in public administration, business administration, finance administration or a related field and one (1) year work experience closely related to progressively responsible administrative, analytical, and technical experience.

#### Licenses and Certificates

Possession of or ability to obtain a valid Class C California Driver License is required at the time of appointment.

ANTICIPATED APPROVAL BY PERSONNEL BOARD: 06/08/2016

**MANAGEMENT INTERN (PART-TIME)**

DEFINITION:

Under direction, to serve in a training capacity, participates in general administrative duties for the city department; performs a wide variety of research and analytical duties and administrative tasks for the department and other administrative staff; and performs related duties as required.

THE POSITION:

Exercises minimal independent discretion and judgment in matters related to work procedures and methods. Work will be supervised by immediate supervisor, supporting staff and/or Department Director.

REPRESENTATIVE DUTIES:

Assists in conducting special studies on a diverse range of organization topics within municipal government; collects and analyzes data; prepares narrative reports; conducts research and surveys to gather significant data; assists in the development and evaluation of administrative procedures and policies; provides appropriate information or assistance to the public and staff; directs callers to appropriate departments and/or people; operates standard office equipment and machines; may arrange meetings, schedule appointments and make travel arrangements; may type, file, record, refer, or otherwise process confidential information regarding controversial matters, work of a sensitive nature, information or records subject to privacy rights of individuals, and/or information subject to the decision making process of the City concerning matters relating to employer-employee relations; and performs related duties as required.

QUALIFICATIONS:

Knowledge, Skills, & Abilities

*Knowledge of* administrative principals and policies; analysis and research methods; modern office practices, methods and procedures; spelling, punctuation, and grammatical usage; proper telephone and reception procedures and techniques; various office equipment and software like Microsoft Word, PowerPoint, and Excel and public administration. *Ability to* communicate clearly and concisely, both verbally and in writing; conduct research on a wide variety of topics; research analyze, and evaluate programs, policies and procedures and make sound recommendations; establish and maintain effective working relationships with supervisors, peers, boards, commission, and the public; follow oral and written direction.

## Education & Experience

Graduation from high school or GED and junior/senior standing with an accredited college or university or an Associates or Bachelors degree with major coursework in public administration, business, finance or a related field and one (1) year of office experience closely related to progressively responsible administrative, analytical, and technical experience.

## Licenses and Certificates

Possession of or ability to obtain a valid Class C California Driver License is required at the time of appointment.

ANTICIPATED APPROVAL BY PERSONNEL BOARD: 06/08/2016

**PRINCIPLE MANAGEMENT ANALYST****DEFINITION:**

Under administrative direction participates in general administrative activities of the City Manager's office or a major city department; performs specialized, and difficult studies, and research projects; coordinates and supervises programs and activities; and does related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This class ~~reports~~ will be under the supervision of ~~to~~ the City Manager, a Department Director, or a major Division Manager.

Positions in this class perform highly complex analytical and administrative work in the department to which assigned. Incumbents may expect to be assigned overall responsibilities in a variety of city departments or in the City Manager's office. Positions in this class assigned to the City Manager's office, will be non-represented confidential positions. Positions assigned to this class in city departments will be represented mid-management positions. Work assigned may involve the supervision of other professional, paraprofessional, technical and/or clerical employees.

**REPRESENTATIVE DUTIES:**

Independently plans, coordinates, develops, and participates in the administration of departmental programs or selected phases of such programs. Assists in the development of departmental goals, objectives, policies, and priorities. Conducts complex studies, research, and analysis, and prepares reports of recommendations for appropriate action. Investigates, interprets, analyzes, and prepares recommendations in relation to proposals for new programs, grants, and services. Researches and compiles information for grant applications and prepares grant proposals and applications as needed. Participates in the preparation and administration of the departmental budget by coordinating related activities and compiling, reviewing, and analyzing request, and justifications. Monitors state and federal legislation regarding assigned areas; interprets state, federal, and grant regulations, and assesses departmental or city compliance with same; develops programs or procedures in response to new legislation. Develops cost analysis and impact statements related to changes in policies and procedures. Prepares procedure manuals, policies, forms, administrative directives, budget requests, and a variety of correspondence. Develops, prepares and delivers public presentation, including publicity and other materials for public presentation. Attends City Council meetings and meetings of other Boards and Commissions and may make presentations or respond to questions regarding projects. Works closely with other departments and outside agencies in exchanging information and coordinating activities.

May participate as a team leader or member of a city task force organized to address problems or issues related to governmental activities or community concerns. May provide staff assistance to the City Council, Boards, and Commissions. May supervise the personnel and activities of an assigned administrative area. Performs related work as required.

### QUALIFICATIONS GUIDELINES:

#### Education and Experience:

Any combination of training and/or experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be: Graduation from an accredited four year college or university with major course work in business administration, public administration, political science, or a closely related field; and ~~four~~ six (6) years of progressively responsible and varied experience in administrative, budgetary, or other management analysis, including at least two years in a governmental agency. A Masters Degree in public administration, business administration, or a closely related field is highly desirable.

#### Knowledge Skills & Abilities

Thorough knowledge of the organization, operations, and problems of municipal government; and the theories, principles, and methods of public administration. Knowledge of research methods and procedures; the principles, and practices of governmental budget development and administration; and modern office methods, procedures, and equipment including computers and software applications. Working knowledge of the principles of supervision, departmental programs and operations of the department to which assigned.

Ability to communicate effectively both orally and in writing; relate effectively and courteously with city staff and public and private representatives; research, compile, analyze, and summarize statistical and technical data; prepare and present clear comprehensive and well organized reports; efficiently organize and schedule work projects and meet established deadlines; properly interpret and make decisions in accordance with laws, regulations, and policies; review organizational issues from a global perspective; use a computer and variety of software programs; and interpret, explain, apply, and enforce a variety of rules and regulations, including grant requirements.

### LICENSES AND CERTIFICATES:

Possession of or ability to obtain a valid Class "C" California Motor Vehicle Operator's license is required at the time of appointment and as a continuing condition of employment.

| Anticipated Approved by the Personnel Board --~~August 10, 1994~~ June 8, 2016



# VACANCY AND RECRUITMENT REPORT

Date of Report: May 31, 2016

Page 1

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
<b>City Manager's Office</b>							
<b>City Clerk</b>							
<b>Community &amp; Economic Development</b>							
Planning Intern (Part-Time) Resignation (1)	Open	3/7/16	3/21/16	N/A	N/A	TBD	Screening applications.
Senior Clerk Typist Promoted (1)	Open	2/24/16	3/16/16 or first 50 apps	4/14/16	N/A	5/3/16	Sent cert list to the department on 5/6/16.
<b>Human Resources</b>							
Senior Clerk Typist (Part-Time) Budgeted (1)							Pending recruitment 6/2016.
<b>Library</b>							
Janitor (Part-Time) Resignation (1)	Open	5/16/16	6/1/16 or first 30 qualified	N/A	N/A	TBD	Open 5/16/16. Close 6/1/16 or first 30 qualified.
Librarian (Part-Time) Resignation	Open	4/21/16	Open until filled	N/A	N/A	3/7/16	Hired Christine Chai.
Librarian Promoted (1)	Open	5/17/16	6/30/16	N/A	N/A	TBD	Open 5/17/16. Close 6/30/16
Library Clerk Resignation (1)							Pending recruitment 6/2016.
Library Page (Part-Time) Resignation (1) Termination (1)	Open	5/16/16	6/1/16 or first 40 qualified	TBD	N/A	TBD	Open 5/16/16. Closed on 5/25/16. Reached 40 qualified applications.
Literacy Program Administrator Terminated (1)	Open	3/7/16	4/29/16	N/A	N/A	TBD	Screening applications.
Senior Librarian Retired (1)	Open	12/07/15	4/25/16 EXT 12/30/15	N/A	N/A	3/16/16	Promoted Diana Garcia.
<b>Management Services</b>							
Senior Account Clerk Budgeted (1)	Open	5/26/16	6/7/16	TBD	N/A	TBD	Open 5/26/16. Close 6/7/16.
<b>Public Works</b>							
Consumer Services Supervisor	Open	4/18/16	5/2/16	N/A	N/A	6/2/16	7 candidates invited to Oral Board Interviews.
Equipment Service Specialist (Part-Time) Budgeted (1)	Open	10/13/15	11/05/15 or first 50 apps	N/A	N/A	5/10/16	Hired Alfred Velez (pending background).
Maintenance Worker (Part-Time) Resignation (3) Promoted (1)	Open	10/13/15	11/05/15 or first 50 apps	N/A	N/A	3/01/16	Hired Manuel Blackbucket & Ernesto Bobadilla (pending backgrounds).
Maintenance Worker Promoted (2)	Open	4/21/16	5/12/16 or first 50 qualified	N/A	TBD	TBD	Open 4/21/16. Closed on 4/26/16. Reached 50 qualified applications.
Principal Management Analyst	Open	3/22/16	4/18/16	5/10/16	N/A	5/25/16	Sent cert list to the department on 5/31/16.
Senior Maintenance Worker Budgeted (2)	Open	12/22/15	1/8/16	N/A	TBD	3/8/16	Promoted Joel Toro & Victor Valenzuela.
Water Production System Operator Budgeted (1)	Open	5/26/16	6/8/16	N/A	TBD	TBD	Open 5/26/16. Close 6/8/16.

VACANCY AND RECRUITMENT REPORT

Date of Report: May 31, 2016

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
<b>Recreation &amp; Community Services</b>							
Child Care Teacher (Part-Time) Resignation (1)							Pending recruitment 6/2016.
Lifeguard (Part-Time) Senior Lifeguard (Part-Time) Budgeted	Open	2/22/16	Open until filled	N/A	5/4/16	5/4/16	Hired 13 Lifeguards (pending backgrounds) & promoted Nicholas Martin to Senior Lifeguard.
Recreation Leader (Part-Time) Budgeted	Open	1/6/16	Open until filled	N/A	N/A	3/16/16 4/2/16	Hired 5 Recreation Leaders (pending backgrounds).

PUBLIC SAFETY CONTINUOUS/SWORN RECRUITMENTS:

<b>Police Department</b>							
Communications Dispatcher Trainee/Lateral Resignations (2) Termination (1)	Open	2/3/16	Continuous	4/23/16 6/11/16	N/A	6/1/16 TBD	7 candidates invited to Oral Board Interviews. 89 candidates invited to written exam on 6/11/16.
Police Agent Promoted (1)	Promo	2/8/16	3/8/16	3/15/16	N/A	3/22/16	Promoted Danny Salazar.
Police Captain (1)	N/A	N/A	N/A	N/A	N/A	N/A	Frozen for 3 years (10/2011)
Police Clerk Retired (1)	Open	10/1/15	10/2/15	11/17/15	N/A	12/09/15	Sent cert list to the department 12/11/15.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	2/27/16 TBD	2/27/16 6/25/16 – 6/26/16	4/13/16 TBD	No candidates made it on to the cert list. 19 applicants invited to the Performance.
Police Officer Recruit Continuous	Open DTF	10/21/15	Continuous	2/27/16 TBD	2/27/16 6/25/16 – 6/26/16	4/13/16 TBD	Sent cert list to the department on 4/25/16. 136 applicants invited to the Performance.
Police Records Cadet (Part-Time) Promoted (1)	Open	10/1/15	10/30/15	N/A	N/A	12/02/2015	Hired Richard Loera.
<b>Fire Department</b>							
Fire Engineer Retired (1) Promoted (3)	Promo	02/09/2016	03/09/016	03/28/16 — 03/29/16		Promoted Daniel Cline & & Jonathan Gin & David Goetz & Ricardo Olivarez	

\* Tentative Date  
DTF = Difficult-to-Fill designation

## **APPLICANT INFORMATION**



## CITY OF MONTEREY PARK

320 West Newmark Ave.  
Monterey Park, CA 91754  
(626) 307-1359  
[www.montereypark.ca.gov](http://www.montereypark.ca.gov)

CITY CLERK OFFICE

2016 MAY 13 A 8:54

### CITY OF MONTEREY PARK – Application for Civic Service City Commissions/Boards/Committees

CITY OF MONTEREY PARK

The Monterey Park City Council seeks citizens to serve on duly constituted Boards, Commissions, and Committees to assist and advise City Council on specific assigned matters. No citizen may serve on more than one standing Board, Commission, or Committee at one time. Applications will be kept on file for one (1) year from the date received. For certain boards, annual residency verification is required in accordance to MPMC 2.82. This is a public document and is subject to disclosure. Please type or clearly print this application in full and submit to the City Clerk's Office.

Name Liane Kwan

Commission/Committee or Board on which you want to serve (You may list more than one)

1) Personnel Board

3) \_\_\_\_\_

2) \_\_\_\_\_

4) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

If resident of the City of Monterey Park, how long? \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone \_\_\_\_\_

Occupation Recruitment and Classification Supervisor

Business Name City of Garden Grove

Business Address 11222 Acacia Parkway, Garden Grove CA

Zip Code 92840

Telephone (714) 741-5011

Have you ever been convicted of a felony? Yes ☐ No ☒

If so, please state the nature of offense, state and disposition on a separate sheet of paper. Convictions will not necessarily result in automatic disqualification, however, failure to give complete and accurate information may be grounds for rejection and/or removal from office.

Prior Community Involvement/Activities

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CITY OF MONTEREY PARK – Application for Civic Service  
City Commissions/Boards/Committees

Name Liane Kwan

Provide a brief review of your background, qualifications, education and your interest in serving the City  
My education and experience would be a great addition to the Personnel Board of  
Monterey Park. I have over thirteen years of experience in recruitment, with eleven  
years in the public sector. I am currently the Recruitment and Classification Supervisor  
at the City of Garden Grove where I lead the Recruitment Team in recruiting qualified  
candidates for the entire organization. (See attachment for additional information)

References: List two.

Name

Address

Telephone

Name

Address

Telephone

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

I further acknowledge that information contained in this application is a public record and may be subject to disclosure and I may be required to file a Statement of Economic Interests Form (Form 700).

Signature

Date

5/13/16

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**For office use only**

I certified that proof of residency was verified in accordance to MPMC 2.82. I declare under penalty of perjury that the forgoing is true and correct.

Proof of residency: Name: Liane Kwan.

Government Issued ID

☐

Utility Bill

☒

Voter Registration

☐

Other

Signature

Date

5/13/2016.

Previously, I was the Human Resources Analyst in the Personnel Commissions at the Los Angeles County Office of Education and Torrance Unified School District. My responsibilities were to develop employment assessment tools and conduct classification studies. These are merit system agencies that are governed by a three-body Personnel Commission. So, I am very familiar with the purpose and proceedings of personnel boards and meetings. I also performed recruitment functions at a non-profit agency that focused on diversity employment within the entertainment industry. Additionally, I am a board member for the Personnel Testing Council of Southern California (PTC-SC), a non-profit organization that promotes discussion and knowledge sharing of recruitment and selection practices.

My experience in the recruitment and selection field is underscored by my educational background. I possess a Bachelor's degree in Psychology from the University of California, Berkeley, and a Master's degree in Industrial/Organizational Psychology from the California School of Professional Psychology. I also possess my Professional Designation in Human Resources Certificate from the University of California, Los Angeles, and have gone through the Merit Academy through the California School Personnel Commissioners Association.

I would appreciate the opportunity to join the Personnel Board of Monterey Park because I believe I have something to contribute from my background in recruitment and selection. I have made my career in Human Resources, in particular recruitment and selection in the public sector. I have chosen this path because I truly believe in a fair hiring process. If I become a member of the Board, I would want to ensure that the City acts in good faith in its hiring practices and brings in qualified individuals to help serve the community and its residents. My municipal employment experience allows me to better appreciate the importance of knowing that my chosen city of residence is in the capable hands of its employees.



## CITY OF MONTEREY PARK

320 West Newmark Ave.  
Monterey Park, CA 91754  
(626) 307-1359  
[ci.monterey-park.ca.us](http://ci.monterey-park.ca.us)

CITY CLERK OFFICE

2016 MAY 12 P 3: 56

### CITY OF MONTEREY PARK – Application for Civic Service City Commissions/Boards/Committees

CITY OF MONTEREY PARK

The Monterey Park City Council seeks citizens to serve on duly constituted Boards, Commissions, and Committees to assist and advise City Council on specific assigned matters. No citizen may serve on more than one standing Board, Commission, or Committee at one time. Applications will be kept on file for one (1) year from the date received. For certain boards, annual residency verification is required in accordance to MPMC 2.82. This is a public document and is subject to disclosure. Please type or clearly print this application in full and submit to the City Clerk's Office.

Name Doris Lau

Commission/Committee or Board on which you want to serve (You may list more than one)

1) Park & Recreation

3) Library Board Trustee

2) Personal Board

4) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

If resident of the City of Monterey Park, how long? \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone \_\_\_\_\_

Occupation Officers/ VP National Treasury Employee Union

Business Name U.s. Customs & Border Protection ( Department of Homeland Security)

Business Address 301 E. Ocean Blvd., 8th Floor, Long Beach, CA

Zip Code 90802

Telephone 562 366-5592

Have you ever been convicted of a felony? Yes ☐ No ☒

If so, please state the nature of offense, state and disposition on a separate sheet of paper. Convictions will not necessarily result in automatic disqualification, however, failure to give complete and accurate information may be grounds for rejection and/or removal from office.

Prior Community Involvement/Activities

Library Board of Trustee two term

Art & Culture Commission

Committee Members of Cinco de Mayo, Plays Day; Library Foundation; Caltac (California Library Trustee & Commission)

**Name** Doris Lau

**References:** List two.

Name

## Address

**Telephone**

Name

## Address

**Telephone**

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

I further acknowledge that information contained in this application is a public record and may be subject to disclosure and I may be required to file a Statement of Economic Interests Form (Form 700).

**Signature**

Date \_\_\_\_\_

**For office use only**

I certified that proof of residency was verified in accordance to MPMC 2.82. I declare under penalty of perjury that the forgoing is true and correct.

**Proof of residency: Name:**

**Government Issued ID**

## Utility Bill

## Voter Registration

Other

**Signature**

Date \_\_\_\_\_





# CITY OF MONTEREY PARK

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CITY CLERK OFFICE

## CITY OF MONTEREY PARK – Application for Civic Service City Commissions/Boards/Committees

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Name MURAOKA, RICHARD

Commission/Committee or Board on which you want to serve (You may list more than one)

- 1) PERSONNEL BOARD 3) \_\_\_\_\_  
2) \_\_\_\_\_ 4) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ If resident of the City of Monterey Park, how long? \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Telephone \_\_\_\_\_

Occupation Agency Producer

Business Name FARMERS Insurance

Business Address 10055 Flower St., Bellflower

Zip Code 90706 Telephone 323-365-7586

Have you ever been convicted of a felony? Yes ☐ No ☒

If so, please state the nature of offense, state and disposition on a separate sheet of paper. Convictions will not necessarily result in automatic disqualification, however, failure to give complete and accurate information may be grounds for rejection and/or removal from office.

### Prior Community Involvement/Activities

I'm licensed Insurance Agent with Farmers Insurance and member Chamber of Commerce City of Monterey Park. I enjoyed network with Business owners and involve myself w/politics.



2016 PERSONNEL BOARD ATTENDANCE
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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Igawa	Yoko	P	NM	P	NM	NM							
Lemire	Pauline	P	NM	P	NM	NM							
Robles	Frank	A	NM	P	NM	NM							
Verbeck	Greg	P	NM	A	NM	NM							
Vacancy		--	--	--	--	--							

Legend	P	Present
	A	Absent
	NM	No Meeting